Preserve

App. F. IX-4

Previous References. Med 74-36 81-2
" 92-35 - 8-9, 11.
- 57-38 " 1-9. 12-13.
Later References. 92-35 " 13-14.

1944
(Med)

File No. 293-42
Serial Nos. 1-6.

P-26-E

GENERAL AND REVENUE SECRETARIAT

Serial Nos. Sex .

Part B for Feby 45 .

SUBJECT

Duties of the Day Secretary Mysore Hospitals

12.37

Duties of Lay Secretary Mysore Hospitals (1

Continuation Sheet. File No. Current No. Med of 4804 Jm Page.

P&M

Med 59-38-1-9-12-13.
92-35-5

P

Subd with files regarding appointment of Lay Secretary to the Bl'ore and Mysore Hospitals

Refce is invited to G.O. dated 3-9 October 36 Hly R (Med 74-36-2) defining the duties of the Lay Secy to Bl'ore Hospitals. In the case of Lay Secy to the Mysore hospitals, it was ordered that his duties and responsibilities will be similar those of the Lay Secy of the Bl'ore Hospitals and the M.O. KR Hospital was asked to obtain separate orders if any changes are considered necessary. No refces are available in which such a question was raised by the M.O. KR Hospital. If approved the M.O KR Hospital will be requested to state how the existing rules are being followed in practice and to whom the Lay Secy is responsible the M.O. KR Hospital & M.O. Chelavamba Hospital. When any change is considered necessary in the light of experience gained so far especially because there seems to be no Board of Medical officers for the Mysore hospitals as there is for the Bl'ore Hospitals.

Subject to orders as personally discussed by the Land Secy may a draft be put up?

19/2/43

2) yes please (sgd)
19.2

P T O

Duties of the Lay Secretary Mysore Hospitals

Continuation Sheet. File No. / Current No. Med of 4804. Page.

3) Subd with D/L as directed,
Sd/-
22/2/43
Sr

4) For approval

Laws 4)

5)

6)

No G 10570-10 8/2/43 to the Surgeon and Chief Medical Officer Women's Hospitals

calls for a report regarding defining the duty Secretary of the KR and Chelluvamba Hospitals Mysore from C.M.O. Women's Hospitals

C 1248-3d 2.4.43.

States that the M.O. Chelluvamba Hospital reports that no changes are considered to be necessary suggests that a Board of Medical officers may also be formed for the Mysore Hospitals, that the Senior M. Officer should be empowered to grant casual leave with intimation to the other M.O. and that further changes if any made in the existing rules may then be made applicable to the duty of the Bangalore Hospitals also.

RECEIVED IN THE OFFICE OF THE SECRETARY TO GOVT. H. & P. H. 23 FEB 1943 No. 6832

Dukes of Lay Secy Mysore Hospitals 4804 5-740 6046 (2)

Continuation Sheet. File. No. Current No. Md 293 of 42 Page. 3

Reminder asked. Sd 14/4

Issued 9/4/43

12456 9/4/43

Sd 19/4

12804

Sd 16/4

Sd 26/4

Sd 26/4

Reminder asked for ... Reply from ... Surgeon ... awaited. ... reminded on 26-(3/43 4?

13/4/43 ... reminded now

12/4 13/4

9) ... Remdr after issue

10) ... Reply from the ... Surgeon is awaited

Law Secy 16/4

11) Secy 19-4-43

From the Dunbar Surgeon & M.O. K.R. Hospital

Gc 806 15.4.43.

Furnishes a report in the matter Sulid. The C.M.O. urges for the formation of a Board of Medical Officers at Mysore while the Dunbar Surgeon states that there is no necessity

13) The Dunbar Surgeon has sent in a list wherein he tries to define the duties of the Lay Secretary more clearly. If these details have to be approved, it is for consideration if the same may not be made applicable to both the Lay Secretaries viz at Bllore and Mysore.

14) The S.S. and the C.M.O. may perhaps be consulted in the matter. Sulid for orders

15) ... may please move

Law Secy 27/4

Secy 26/4/43

16)

Duties of the Lay Secretary, Mysore Hospitals

Continuation Sheet. File No. Current No. Med of 6046 Page.

CCO. No 272/42-43 Forwarded unofficially with compliments to the Senior Surgeon in Mysore for favour of remarks in consultation with the Chief Medical Officer, Womens Hospitals in Mysore Bangalore

By Order

For Secretary to Govt & Ex-officio Asst Secy to Govt Rev Law Department.

29.4.43

Epc.380-1 23.3.1944.

Retransmitted with compliments.-

The duties entrusted to the Secretary of the Combined Hospitals, Bangalore as laid down in Government Order No. G.6079-80/Med.92-35-7 dated 1-2-1936 may be made applicable to the Secretary, Combined Hospitals, Mysore. The rules laid down in that Government Order appear to be self contained and need no change.

A Board of Medical Officers may be constituted at Mysore with the Medical Officers and Resident Medical Officers of both the Hospitals as members, the senior most Medical Officer as Chairman, and the Secretary being Secretary of the Board as suggested by the Chief Medical Officer Women's Hospitals in Mysore, Bangalore, the functions of the Board being the same as those of the Board of Medical Officers of the Combined Hospitals in Bangalore.

There appears to be no need to entrust the Secretary with the duties of checking and signing all indents for stores whether purchased departmentally or on contract and inspection of supplies received as suggested under paras IV 2 and 3 of Part I of the note enclosed to the letter No.G.C. 806 dated 15-4-1943 of the Durbar Surgeon as these duties come directly within professional jurisdiction of the Medical Officers who are competent enough to pass indents in respect of drugs etc., required. The Secretary however should watch the financial position and keep the Medical Officers informed.

Senior Surgeon

28/3 Subd. The question whether there is need for any change in the duties etc of the Lay Secy has been referred to the Committee appointed to consider

23-3-44

Duke of the Lay Dep, Dysne Hospitals (5

Continuation Sheet. File No. / Current No. of 6046 Page.

hospital supplies under debate. He also proposed therein to consider the question of adding the Maudsley Hospital to the charge of the Lay Deps. pending consideration of these questions by the Committee. No action appears to be now necessary on para 18 supra. The question of forming a board of Medical Officers may also perhaps be taken up after the recommendations of the Committee are received.

22) Perhaps the report of the Committee recently constituted, may be awaited

Kaye Dep)

23) The file was referred to S.S on 29-4-43 by U.O. He returned it - nearly one year afterwards on 23-3-44. Such delays are very common in this Office. It may be requested to avoid such delays.

This Office has not received any reminders. Under accepted orders 30-3-44 after separate Sub[n] — yes.

24) The Committee may be requested to consider these rules & express their opinion

30-3-44

25) The S.S. may be asked why

OF THE MINISTER
L.S.G.&P.H.
31.3.44.
6797

Duties of Lay Secy Dysone Hospitals

6046

Continuation Sheet. File No. Current No. Brd. of Page.

there was no undue delay in his office.

26) Are the Secy & the Asst Secy inspecting the Granaries regularly & if so, why was not the omission of the Granary also noticed. What is the Supply of the Granary doing? Does he not check the Stock Cards. The Secy Planes must pass the Granary without delay and deal with the final Entry

H.M.
31.3.44

27) D.S. will submit Notes after thorough inspection

Cus
3-4-44

Submitted for perusal of Secy & Asstd may report last quarterly inspection made by him and comment with reasons as required vide 1013/-

Submitted for perusal of Secy & Asstd may report last quarterly inspection made by him and comment with reasons as required vide 1013/- MGJ

Duties of the Lay Secretary Hyderabad Region

Continuation Sheet. File No. Current No. DMD 6149 of 1 Page. 1

From Senior Surgeon

G.C 3806-3 dated 19-5-44

States for reasons explained that the matter was deemed to be not urgent- ble and that the Diet-Committee constituted by Govt- have considered the matter and their recommendations are embodied in the Report.

Subd for perusal. Refer para 25 Minutes Minute.

Sd/- Law Secy) 23/5/44

11/8/29)

23/5/44

30) For perusal

Mar 2.55

Law Secy

23.5.44

MO 23/5

25.5.44
8194

31) Sec.
9.6.44

Cus
10-6-44

MO 10/6

Dis linked from Diet Committee Report file (493).
2/11/44 + linked file.

32) Extract from the Medical File No.28-43 re. Diet Committee Report.

"These duties are practically the same as now defined in the G.O.dated 9-10-1936. Except for the facts that two more clauses 7 & 8 are added to the present proposal to make it clea as to what items are excluded specifically from the Lay Secretaries.

Intd.M.R.R.
18-8-44

"Proposals made may be approved

Intd.N.S.H.
18/8/44

"May be put up separately for orders"

Intd.H.G. 16.10.44

4 In para 4 of the G.O by 28-10-1944 it is stated that the proposal of the Committee re. the duties of the Lay Secretaries is removed for Consideration separately.

A statement showing the present

Duties of the Lay Secretaries

uation Sheet. File No. Current No. Med of 6149 Page.

the Lay Secretaries and that proposed by the Committee is put up for order.

14/11

There is absolutely no change in the powers & duties of the Lay Secretaries, as at present & as proposed.

The DL is proposed to clarify his position in regard to the nursing staff, medical staff & procedure re Correspondence. This may be appd. Committee & communicated to SS & Secs by means of a letter

may be advised accordingly

MOR 18/11

Sec. Lay

Mr. Lay

Ldo 20.1.44 MOR 21/11

Ldo 26.1.45

Ldo MOR 26/1

Rec'd. with advice.

MOR 27/1

Sec. 27/1

Sir Surgeon date 6.11.0. 29/1

82-3 dated 2.2.45

Sec. 6.

by the proposal of the Committee re powers & duties of the Lay Secys.

Sec. 2/2/45

OFFICE OF THE MINISTER FOR L. S. O. & P. H. Date 21.11.44 No. 3977

Present Rules

Duties of th

Rules

A Board of Medical Officers will be created for the three Hospitals. The Medical Officers in charge of the three Institutions will form its members.

There shall be a
pitals in Bangalore (
a similar Board for th
and Cheluvamba). The
tions will form its me

2. The seniormost Medical Officer of the three will be *Ex-officio* Chairman of the Board.

2. The Seniormos
be Ex-officio Chairma

3. There shall be a Secretary to the Hospitals who will also be Secretary to the Board.

3. The Lay Secre
Secretaries of these

1. The Board will meet (1) at the time of the annual tenders for diet articles, and (2) whenever called upon by the Senior Surgeon to do so, to consider and advise upon any subject of common interest to the three Institutions. It will be open to each Medical Officer to submit a proposal to the Senior Surgeon to call for a meeting of the Board whenever the Medical Officer considers such meeting to be needed. The Secretary will maintain a Minute Book wherein the discussions of the Board and the decisions come to will be recorded.

4. The Board wil
tenders and (ii) it w
the Chairman to call
considers that such a

5. The Secretary will deal with the following under the orders of the Medical Officer of the Institution concerned :—

5. The Secretar
of the Medical Offic

A. Dieting.—

(*i*) Notifications and tenders.
(*ii*) Contractors, stores, indents and supplies.
(*iii*) Receipt of diet articles, cooking and distribution of food.
(*iv*) Supervision of milking.
(*v*) Maintenance of diet, registers, accounts, bills and payments.
(*vi*) Coolies and other kitchen servants.
(*vii*) Buying and maintaining in good repair all kitchen utensils, crockery, etc.

N.B.—All food supplies will be daily inspected by one of the three Resident Medical Officers by rotation every month.

A. Dieting:-

i. Notificati
ii. Contracts,
iii. Receipt of
iv. Supervision
v. Maintenance
vi. Coolies and
vii. Purchase an
crockery

B. Linen.—

(*i*) Dhobies and other laundry servants.
(*ii*) Laundering.
(*iii*) Tenders for and supplies of hospital and servants' linen.

N.B.—Linen of each hospital will be separate and under the control of the Matron and the Linen Clerk of each Institution.

B. Linen:-

i. Dhobies and
ii. Laundering.
iii. Tenders for

N.B.- L

C. Lighting and Electric Power.—

(*i*) Indenting for and maintaining stock of electric bulbs and other materials.
(*ii*) Electric bulbs and accounts, correspondence and repairs.
(*iii*) Telephones and heaters.
(*iv*) Electrician.

C. Lighting and Elect

i. Indenting f
other m
ii. Electric bu
iii. Telephones

D. Furniture.—

(*i*) Maintenance of stock and repairs.
(*ii*) Tenders and bills.

D. Furniture:-

i. Maintenance
ii. Tenders and

E. Building and Premises.—

(*i*) Annual repairs and petty periodical repairs.
(*ii*) Staff quarters.

E. Building and Premis

i. Annual repai
ii. Staff quarte

F. Sanitation.—

(*i*) Drains and sewers.
(*ii*) Incinerators.
(*iii*) Disinfection of clothes.
(*iv*) Mortuary.

F. Sanitation:-

i. Drains and

Key Secretaries

proposed by the Staff Committee.

Orders.

Board of Medical Officers for the three Hos-
toria, Jani Vilas and Minto Ophthalmic) and
two hospitals in Mysore (Krishnarajendra
Medical Officers in charge of these institu-
tions.

Medical Officer of the respective Board will
of the Board.

Secretaries of the Hospitals will be the Ex-officio
Boards.

Item (i) at the time of the disposal of
will be open to each Medical Officer to request
for a meeting whenever the Medical Officer
meeting is necessary.

will deal with the following under the orders
of the institution concerned:

ns and tenders.
stores, indents and supplies.
diet articles, cooking and distribution of food.
of milking.
of diet registers, accounts, bills and payments.
other kitchen servants.
maintenance of all kitchen utensils,
etc.

other laundry servants.

and supplies of hospital and servants' linen.

men of each hospital will be seperate.

ic Power:-

f and maintaining stock of electric bulbs and
terials.
on all accounts, correspondence and repairs.
to heaters.

of stock and repairs.
ni es.

es.-

s and petty periodical repairs.
s.

KNV

G. Records, Accounts and Cash.—

(*i*) Preparation of salary and allowance bills and disbursements.
(*ii*) Service Registers.
(*iii*) Stock Registers of furniture, crockery, etc.
(*iv*) Correspondence Registers.
(*v*) Hospital dues, their recovery and remittance to the Treasury.
(*vi*) Money Registers.

6. The Secretary will be in direct executive charge of all the duties above-mentioned and will deal with bills and accounts directly with the authorities concerned. The following staff will be directly under the Secretary's control :—

(*i*) All cooks and kitchen servants.
(*ii*) Dhobies.
(*iii*) Electrician.
(*iv*) Stewards.
(*v*) Accountants.
(*vi*) Some clerks.
(*vii*) A few peons and sweepers.

Additions
748

G. Records, Accounts &
i. Preparation
ii. Service Regi
iii. Stock regis
iv. Correspondence Regist
v. Hospital dues, their
vi. Maintenance of impres
to the receipt and

6. The Secretary will b
duties above mentioned
directly with the auth
will be under the Secr
reference to them will
concerned:
i. All cooks and k
ii. Dhobies.
iii. Electricians.
iv. Stewards.
v. Accountants.
vi. Some clerks.
vii. Internal Audito
viii. Food Supervisor
ix. A few peons and

7. The following items
respective Medical Off
subject to a common a
i. Discipline and
ii. Discipline and
cally menti
iii. All profession
professional
iv. All profession
pondence) wi

8. All correspondence
pertaining to the Bo
Board and those perta
the respective Medica

nd Cash:-
f salary and allowance bills and disbursements.
sters.
rs of furniture, crockery, etc.

ers.
recovery and remittance to the Treasury
t accounts and other registers relating
isbursement of cash.

e in direct executive charge of all the
and will deal with bills and accounts
orities concerned. The following staff
ary's control and action taken with
be subject to the approval of the M.O.

tchen servants.

sweepers.

of work will be within the control of the
keeper of each hospital and will not be
thority--

control of all nursing staff.
control of all menial staff not specifi-
ed as under the Secretary's control.
record and control and transfer of all
staff.
correspondence (certificates, corres-
dents' friends.

of the Secretary to the Senior Surgeon
ce will pass through the Chairman of the
ence to each institution will pass through
Officer.

Med

To the Surgeon & M.O. KR Hospital
& M.O Women's Hospitals in Mysore.

Sir,

Madam,

Adverting to G.O. No G 743 H/Med
57-38-8 d 2.2.1939. Sanctioning the
appointment of a Lay Secretary for the KR &
Chelluvamba Hospitals at Mysore with duties
and responsibilities similar to those of the Lay
Secretary the Combined Hospitals in Bldre city. I am
directed to request you to enquire into the existing rules
governing the duties of the Lay Secretary Mysore Hospitals
and separate Nursing in practice and whether any
change is considered necessary in the light
of the combined experience gained so far, especially
as regards local control of the Lady Visitors
and submit proposals for the Board of Medical officers for its
consideration.

Bijapore hospitals as in the case of Belgaum hospitals.
The favour of an early reply is requested

I have etc

sd/-
for Secy to Govt
Educ Deptt

Med 293/43-1

G 10570-1 & 8/3/43

March 1943.

To Durban Surgeon + MO HQ Hospt
C.M.O. Women's Hospitals

Sir
Madam

Sir/Madam,

I am,
Your most obedient servant,

[illegible]

Sister-in-Charge.

C. F. No. 45]

Med 293-42-2

5740 fm

GOVERNMENT OF MYSORE

Telegram / phone

No. C 1248-3
Encls.

Med
3/4/43

OFFICE OF
the Chief Medical Officer,
Women's Hospitals in Mysore,
Bangalore
Date 2. 4. 1943

To

The Secretary to Government of
His Highness the Maharaja of Mysore,
Law Department, Bangalore.

Sir,

With reference to your letter No.G.10570-1/Med. dated 8-3-1943 enquiring how the existing rules defining the duties of the Lay Secretary, Mysore Hospitals are working in practice etc., I have the honour to state that the Medical Officer, Cheluvamba Hospital, Mysore reports that no changes are considered necessary to suit local conditions in the light of experience so far.

The arrangement of Board of Medical Officers constituted to the Combined Hospitals, Bangalore is found to be very suitable in the light of seven years experience for the smooth working of the three hospitals at Bangalore. It would I feel make for more efficient service to have a Board of Medical Officers to the Mysore Hospitals also and accordingly recommend that a Board consisting of the marginally noted personel may kindly be formed. The rules pertaining to the Board of the combined hospitals may be made applicable to the marginally noted Board also.

The Medical Officer, Krishnarajendra Hospital
The Medical Officer, Cheluvamba Hospital
Resident Medical Officers of both the hospitals
The seniormost officer to be the Chairman of the Board.

In the Government Order dated 3/9-10-36 wherein the duties of the Lay Secretary have been described, no mention is made as to whom he should apply for leave. According to the existing practice, the Secretary, Krishnarajendra and Cheluvamba Hospitals, Mysore applies for leave to the Durbar Surgeon and Medical Officer, who is the senior Medical Officer of the two institutions and submits a copy of his leave application to me for information. By this procedure, the Medical Officer of the Cheluvamba Hospital will have no information of his going on leave. In the interest of the institutions, it is desirable that the Secretary should be on the same plane as other gazetted officers posted for duty at the hospitals and the Senior of the two Medical Officers should be empowered to grant casual leave, as pertains in the case of other officers of gazetted rank, with information to the other Medical Officer.

If any further changes are made in the existing rules, they have to be made applicable to the Secretary of the combined hospitals at Bangalore also.

I have the honour to be,
Sir,
Your most obedient servant,

Chief Medical Officer.

C. F. No. 46]

Med 293-42-3

6046 Jun. 5

GOVERNMENT OF MYSORE

Telegram "RAJENDRA"
phone 487.

OFFICE OF

THE KRISHNARAJENDRA HOSPITAL,

MYSORE

No. 4-C&06
Encls. 3 Analysis & Proforma

Date 15th April 1943

To

18/4/43 The Secretary to the Government of
His Highness the Maharaja of Mysore,
Law Department, Bangalore.

Sir,

With reference to your letter No.G.10570-1/Med. dated th March, 1943, calling for my views as to whether any change is needed in the duties of the Lay Secretary of the hospitals, in view of the experience gained so far, I have the honour to append herewith a set of draft rules which might be adopted in consultation with the Medical Officers of other institutions. With the appointment of the Lay Secretary, there has been a lot of relief to the Medical Officers in carrying on their professional work and I might suggest that all correspondence of non-professional matters may be entirely be carried on by the Lay Secretaries. As regards the papers relating to establishment under the control of the respective Medical Officers of the institutions, the Lay Secretary might act as a Personal Assistant to the Medical Officers to assist them regarding rules and regulations. This would, I think, go a long way towards establishing harmony in the hospital rather than making distinction between the correspondence of the Medical Officers and the Lay Secretary. The relationship between the various Medical Officers other than the Head of the institution shall be consultative and all the Medical Officers in the various

P.T.O.

various sections including the Resident Medical Officer should avoid carrying on correspondence on non-professional matters. What is required of them would be to communicate their needs to the Lay Secretary who shall arrange to comply with their needs with due regard to the rules in his behalf.

I have the honour to be,
Sir,
Your most obedient servant,

J. Robinson.

DURBAR SURGEON AND
MEDICAL OFFICER.

(6

Part I.

The appointment of the Lay Secretary for the Krishnarajendra and Cheluvamba Hospitals was sanctioned in Government Order No.G.7431-4/Med. 59-38-8 dated 2-2-1939 to relieve the Medical Officers of these institutions from the routine work so as to enable them to devote more attention to their professional work.

2. He, under the Senior Surgeon with the Government of Mysore, Bangalore will be in charge of the non-technical organisation of the administration of the hospitals.

3. He will be in direct charge of all the ministerial establishments of the hospitals including the store-keepers, stores-clerks, linen clerks, laundry clerks and the literate attenders. He will sanction casual leave to the staff working under him up to the limit provided for in the rules. He will have powers to fine or recommend for suspension menials working under him as also ministerial establishment whose salary does not exceed Rs.50/-. The Internal Auditor will be under his control and all the objections by the Auditor, will, after scrutiny by the Secretary, be communicated to the departments concerned for regularising them. He will see that the defects observed in internal audit are rectified then and there. The Steward will act as the Office Manager and all matters pertaining both of office and kitchen will pass through him on to the Lay Secretary.

4. His duties will be:-

1. Review and scrutiny of accounts books of all stores:-

(a) Provision and other non-medical stores.
(b) Medical stores, including accounts of the dispensary.
(c) Furniture and crockery.
(d) Bedding and clothing.
(e) Electrical and other stores belonging to the mechanical section and test check of such stores periodically and occasionally as found necessary.

He will exercise a particular check over the purchase and maintenance of valuable articles of furniture, hospital equipment etc.

He will be responsible that correct methods of store-keeping are adopted in the several stores, that no uneconomical issues of any stores are made and that all surplus stores are disposed of in time to the best advantage.

2. Checking and signing all indents for stores whether purchased departmentally or on contract.

3. Inspection of all supplies received. The check will include:
a) indents for drugs etc., on the Medical Store Depot which are scrutinised by the Medical Officers of the hospital.
b) indents for special medicines, instruments, appliances, etc. from medical officers which are passed by the Medical Officer.

In matters of technical, he may consult the Medical Officer in charge and take his advice.

4. Scrutiny and check over the expenditure of--
a) non-diet articles in wards and departments.
b) articles such as dressings, lotions, thermo-meters, hypodermic syringes etc.

He will bring to the notice of the Medical Officer any wasteful expenditure of these articles.

P.T.O.

Calling for estimates for the repairs will form part of the duties of the Secretary.

5. Review and scrutiny of the cash receipts and payment ledgers and all other books relating to finance of the hospital including--

a) check of contingent registers and each item of payments.
b) check of bills and registers relating to hospital stoppages and other miscellaneous fees.
c) check of accounts relating to the maintenance and up-keep of the hospital ambulances.
d) Scrutiny of all bills on the Comptroller, Financial Returns, Budget estimates, etc., before presentation to the Medical Officer for signature.

The Secretary will verify the credits in the cash book. At the end of the day when the cash is closed he will check all the entries made in the cash book during the day and verify the cash balance.

Watch over the progressive expenditure of the appropriations placed at the disposal of the Medical Officer and bringing to the notice of the Medical Officer any abnormal expenditure that may lead to the appropriation being exceeded.

Review of diet accounts and test checks of diet sheets.

He will bring to the notice of the Medical Officer any uneconomical issues of the diets or extras.

Inspection of kitchens, supply and issue of milk and contractor's daily deliveries.

Supervision and consumption of electric light and energy and also gas and water.

Supervision from the financial aspect of the working of all machinery in the hospital.

He will be present :-

a) at the auction sale of all condemned articles. He will draw the pay and travelling allowance bills of the establishments, contingent bills, the travelling allowance bills being subject to countersignature by the Medical Officer.

To order for refund of patients' deposits and hospital stoppages and return of jewellery belonging to patients.

To sign for the Medical Officers, bills, vouchers andorders sanctioning expenditure.

To incur or sanction charges on account of ordinary and recognised contingencies, except special medicines, in conformity with the general rules.

To initial against entries in the contingent register and sign fair copies of contingent bills.

To attest the entries in the service books and rolls and

To verify annually in January the service books and

To condemn fragile articles to a limit of Rs.25/- each time, the annual limit not exceeding Rs.100/-.

--

(8)

There is no need for a Board of Medical Officers in Mysore as contemplated in Government Order No.G.2430-1/Med.74-36-2 dated 3/9th October, 1936.

2. Para (5) of the annexure to theGovernment Order may be recast as follows:-

The Secretary will deal with the following non-technical matters consulting the Medical Officers of the respective institutions concerned if occasion needs. In dealing with these matters the Lay Secretary will be held entirely responsible. In matters of doubt or difficulty, the Lay Secretary may in consultation with the Medical Officers of the institutions concerned, seek orders of the Senior Surgeon or the Chief Medical Officer, Women's Hospitals in Mysore, as the case may be or in case the Medical Officer of the Krishnarajendra Hospital continues to exercise the powers of the head of the Department, he may take the place of the Senior Surgeon.

1. Dieting:- He will call for tenders of diet articles and hospital necessaries in good time. He will receive the tenders in person and submit them with his opinion for the orders of the Senior Surgeon through the Chief Medical Officer, Women's Hospitals in Mysore.

2. He will be in direct executive charge of the kitchen and even the management of the kitchen will be vested in him. The disciplinary control of all the cooks and kitchen servants will be vested in the Secretary who will be assisted by the Food Supervisor. If the Medical Officers of the respective institutions feel need for introducing any change in kitchen arrangements, they will communicate their views to the Secretary, who, by arrangement ~~these, this~~ will be carried out or adopted according as circumstances demand.

3. Receiving of the diet articles, cooking and distribution of food, supervision of milking etc., will be done by the Lay Secretary assisted by the Food Supervisor in the kitchen department. The Second Clerk will supervise milking both in the morning and evenings. Diet registers, accounts, bills and payments regarding all diets will be done under the orders of the Secretary. He will be also responsible for the maintenance in good repair of kitchen utensils, crockery in regard to which reports will be made from time to time by the Food Supervisor.

4. The inspection of the kitchens and diet articles from the medical and health point of view, if need arises, may be carried out by the respective Medical Officers of the institutions concerned.

5. The Lay Secretary will visit the wards while the food is in service at his discretion and hear complaints about the proper supply and quality of food.

6. In dealing with the supplies from the contractor, he will exercise powers contemplated in the tender notification i.e., fining contractors to Rs.50/- at a time or order purchase of articles which the contractor fails to supply. If need is felt, he will deal with the contractor more severely and he may report the matter for the orders of the Head of the Department.

7. Every morning and evening, he will visit the milking area while the milking is in progress and see that the milking is done under sanitary conditions and in time enabling the diets get into the wards at the prescribed time. He will also deal with adulteration of milk if any, during the inspection and may send for analysis in case he feels doubt. The charges for analysis etc., will be paid by the Contractor as per Government letter No.G.6560/F.H.51-41-2 dated 22-12-1941 and conditions found in the terms of the contract. Similarly the diet articles also

also may be subject to analysis by the Health Department if the Lay Secretary deems it necessary.

8. The Assistant Steward will prepare the daily indents for diet, milk and diet articles, passing totals from the daily totals of the wards, which will be in form No. A and he will lay it before the Secretary the evening previous to the indent relates, through the Steward of the office. With a view to facilitate fairly correct indents of diet articles, intimation slips for discharge and admission as per form No. B&B will be sent in by the wards promptly -- in the case of admissions as and when the admissions take place and in the case of discharge in six hours advance. This naturally expects the forecast of the discharge to the respective medical Officers in charge of wards in advance. The nurses and duty doctors in charge of the wards will see that these slips are sent to the Lay Secretary with the least possible delay.

9. In addition, the nurses in charge of the respective wards will pass in the diet sheets if the alterations have been made in the diets during the ward round of the respective doctors in charge of wards to the office and thus enable the office to rectify the indents. The Assistant Steward will scrutinise the daily indents prepared by him on the diet sheets with reference to this admission and discharge slips to make the indent as accurate as possible to avoid wastages of diet articles. This indent will be handed through the Steward to the Lay Secretary, who will check them and pass on the office, conveying his approval by attestation.

10. The contractor and the Food Supervisor will be guided by these indents for the supply of diet articles.

(3). Linen:- All tenders for linen will be called for by the Lay Secretary in consultation with the Medical Officers and the Matrons of the institutions concerned as to the requirements for the year within the paid allotment. The tender will be opened by the Lay Secretary and submitted for the orders of the Head of the Department with his remarks.

ii. The linen supplied will be subject to the personal inspection of the Lay Secretary and whenever the quality of linen supplies is in question he will consult the Medical Officers and the Matrons of the respective institutions concerned and finally come to a decision in the matter.

iii. The linen room and the Linen Clerk will be under the immediate control of the Matron of the hospital and she will be responsible for the proper accounting of linen in the linen room and in the wards.

iv. Similarly the control of the Laundry Clerk, dhobies and laundry servants and the management of the laundry will be vested in the Matrons of the hospitals. They may report to the Lay Secretary the direction in the duties of the laundry servants, linen clerk and the laundry clerk if any disciplinary action is necessary. The grant of leave etc. to the laundry servants, linen clerk and laundry clerk will be sanctioned by the Secretary to whom applications should be made through the Matrons of the hospitals.

v. The Matrons of the respective hospitals will take stock of linen every quarter and pass on the statements to the respective Medical Officers through the Lay Secretary. The Lay Secretary will conduct the half yearly stock taking of linen in the wards. He will be assisted by the Matrons for taking stock of the linen and he will certify the stock for the half year and take action for the recovery of the cost of missing linen in consultation with the Medical Officers concerned. The missings as given by the Matrons at the quarterly stock-taking will

(10)

will also be dealt with similarly by the Lay Secretary. The condemnation of linen articles will be done by the Lay Secretary.

(4) Lighting, Electric power, Buildings, Sanitation etc.- All correspondence regarding lighting and electric power, buildings and other matters pertaining to hospital buildings, repairs to telephones and heaters, indenting for bulbs etc., will be carried on by the Lay Secretary. The hospital staff will communicate their needs through the Matron of the hospital to the Secretary who will take action. In matters of electrical repairs, the Electrician will work under the orders of the Lay Secretary and he shall promptly attend to the instructions given to him in this matter. All correspondence regarding hospital buildings, residential quarters of the hospital staff and repairs etc., will be carried on by the Lay Secretary. Until hospital quarters are built in the premises, the Lay Secretary will see regarding the lease, payments of rents, repairs etc., to the buildings rented for the use of the hospital staff. The occupants of several rented buildings should invariably communicate their needs to the Lay Secretary who will arrange for fulfilling their needs. On no account should residents of the several buildings communicate directly to the house owners.

The Daffedar of the hospital will report through the Matron of the hospital the defects, etc., observed during his rounds in the morning like repairs to various kinds of buildings and sanitary fittings etc. The Lay Secretary will look to the general sanitation of the premises of the hospitals. The Sweeper will be under his control for the purpose.

Leave etc., to the Lay Secretary.- Casual leave to the Lay Secretary will be sanctioned by the Senior of the Medical Officers and the Lay Secretary will communicate his having applied for leave to the other Medical Officers. Privilege leave etc., will be sanctioned by the Head of the Department. During the absence of the Lay Secretary on short leave, when it is not possible to make permanent arrangements, the Medical Officers of the respective institutions will themselves look after the duties of the Lay Secretary.

Correspondence:- All correspondence except those of professional nature will be dealt by the Lay Secretary. Such of the matters which need the approval or sanction of the Medical Officers, will be dealt with by him under their orders and in such matters he will act as a Personal Assistant to the Medical Officers and he may sign the correspondence as "For Medical Officer" if at one stage or other the Medical Officer has passed orders in the matter. All tappals whether addressed to the Medical Officers by their official designations or to himself will be opened by the Secretary.-- D.O's will be dealt under instructions of the respective Medical Officers.

J. P. Solomon.

DURBAR SURGEON & MEDICAL OFFICER
KRISHNARAJENDRA HOSPITAL
MYSORE

To

HE SECRETARY,

KRISHNARAJENDRA *Hospital, Mysore.*

Mr. Mrs. Miss ...

is admitted to ... Ward,

Bed No. ..... at ... A.M. P.M. on ...

and the foliowing diet is prescribed ...

Signature of Ward Doctor or other Doctor.

Date ...

To 6-2

THE SECRETARY,

..... *Hospital, Mysore.*

Patient ..... No. .....

of ..... Ward

is ordered to be discharged at ..... A.M./P.M.

on date..... .... Diet prescribed was

....

Date *Signature of Doctor ordering Discharge or Ward Doctor*

KRISHNARAJENDRA A

Serial No.	Name of the Wards.	European diet	Indian diet	Milk diet	Chota Hazri	Sugar	Milk	Bread	Eggs	Limes	Barley water	Coffee pts.
1	Nanjappa		4-3/4	6 3/4	9	6	6				2	
2	Female Eye		11-3/4	—	11	2	2					
		+ 1			+1							
3	Male Eye		15-3/4	4-3/4	17	—	2					
		+ 3			+3							
4	Kantharaj		10-3/4	10-3/4	20	23½	23½			8	1	
						+ 6	+6					
5	Lakshmivilas and Caste		9-3/4	6-3/4	13	18	18					
						+2	+2					
6	Vanivilas & J. C. Gosha		12-3/4	5-3/4	17	11	11		6			1
						+4	+4					
7	Krishnaraj		8-3/4	5-3/4	14	21	21				1	
						+4	+4					
8	Chamaraj and Armugam Spl.											
9	Narasimharaj		2-full 16-3/4	9-3/4	25	4	4		2		2	1
						+2	+2					
10	Balraj		2-3/4	4-3/4	12	18½	18½	—	4	2	2	—
			5½	5-1/2								
		+1		+1								
11	Male Shed & Cells		14-3/4	3-3/4	19	6	6		4		2	
12	Femle Shed & Cells		3-3/4	—	3	—	—					
	New Specils					8	10	32	4	2		
	Total		86	42	164	138	142	32	20	12	10	2

HOSPITAL, MYSORE.

(14)

Date 30.11.39

Tea bts	Mutton Broth	Butter Milk	Mutton	Rice	Vegetables	Coffee ozs	Tea ozs	Butter	Liver	Curds				
		1												
									4					
		4												
								2						
		1						2						
								1						
				6	8	3	1	8		1				
		6	-	6	8	3	1	13	4	1				

NG
Asst. Steward.

for
Secretary.

Appendix F. G.—1]

SUBJECT..... Please hasten despatch

.....

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Section Genl

File No. 293-42

Serial No. 4

Diary No. of letter replied to 6046.

No. 17812

To

General and Revenue Secretariat

( )

the 194

The S. S.

Subject Duties of the Lay Secy, Mysore Hospitals.

Date of issue 8/4/44

Signed by Mr. H.K.Rao

Sir,

I am directed to state that this office unofficially sent to you on the above subject was returned with your No.G.C380-1 dated 23.3.44 and to request you to furnish reasons for the long delay in returning the file. I am also to add that the Committee may be required to consider these and return the file.

List of enclosures.....

Copied by.....

Examined by.....

I have the honour to be,

Sir,

Your obedient servant,

for Secretary.

Dew Lees

Sir, With reference to your No.G.C 380-1 dt 23.3.1944, re the duties of the Lay Secy Mysore Hospitals, I am directed to observe that the file which was sent to you with this office No 272/42-43 dt 29.4.43 has been retd nearly one year after it was referred to you & to request you to state clearly why there was so much delay.

I am also to state that the matter may also be reconsidered by the Committee consulted in yr. D/ 21.3.44

5/4/44

L. F. No. 46]

Mei° 293-42-5

GOVERNMENT OF MYSORE

No. GE.380-3 OFFICE OF The Senior Surgeon in Mysore,
Encls. Bangalore.

Urgent. Date 19.5.44

To

The Legal Remembrancer and
Secretary to the Government of Mysore,
Law Department, Bangalore.

Sir,

Sub.- Duties of the Lay Secretary, Mysore Hospitals.

- - -

With reference to your letter No.M.8612/Med. dated 8th April 1944 on the above subject, I have the honour to state that when the file was received here, I found that certain proposals had been made by Dr.J.F. Robinson about the duties of the Lay Secretary. But from the Government Order sanctioning the appointment of the Secretary of Mysore Hospitals, his duties had been defined as the same as those of the Secretary of the Combined Hospitals at Bangalore. Moreover by the retirement of Dr.J.F. Robinson, this institution was brought under the control of this Department and as the elaborate changes proposed were not those which were in vogue in Bangalore, I wanted to make a personal study of the question before furnishing my views to Government. As certain duties had already been alloted to him and as the same system was working quite satisfactorily at Bangalore, I thought there was no urgency for effecting any change. It was only during my recent visit to the Krishnarajendra Hospital, Mysore in March last, that I could go into this question and furnished my opinion to Government. After all the two Institutions at Mysore are not collectively so big as the major Medical Institutions at Bangalore and there appear to be no need for such radical changes at Mysore, when the system sanctioned for the Bangalore Hospitals has been working satisfactorily.

This subject was considered by the Diet Committee constituted by Government and their recommendations are being embodied in the report.

I have the honour to be,
Sir,
Your most obedient servant,

Senior Surgeon

Appendix F. G.—1]

SUBJECT.....

.....

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Section Med

File No.

Serial No. 23-41 - 6

Diary No. of letter replied to.....

No. M7082-3

To. The Senior Surgeon.
The Chief Medical Officer.

General and Revenue Secretariat

( )

the 194

Sir/Madam,

Date of issue 2/2/45

Signed by Mr. M. R. Rao

In continuation of C.O.
No. M. 3819-21/Med. 28-43-C02
dt 28-10-1944 passing orders
on the Report of the Committee
appointed to Consider the exist-
ing system of Sanctions to Hospital
and ~~Establishment~~ that the procedure
~~of~~ re. the duties of the Lay
Secretaries is reserved for
Consideration separately,
I am directed to ~~forward~~ State
~~that the~~ powers & duties of the Lay
Secretaries ~~duly approved~~, the

List of enclosures.....

Copied by.....

Examined by..... that the proposal of the Committee to depute the

~~Extract from the~~ Secretaries

letter Communicating resolutions of

Boards of Conciliation and Umpires ~~appointed~~ as detailed
in the Statement appended hereto, as appd—
~~by the Commissioner, are appd~~

Please take
4 copies of this R
in the Limited file

Placards,

Secretary - Govt.
Educn. D-1/15.
17084/C/1 & 2/2/45

Please take
~~3 copies of the Enclosure~~
Copy 16/- of the ~~Gazette~~ Complete Set

Govt. Pl., for information.

By order.

Secretary - Govt.
Educn. D-1/15.

Ce

DUTIES OF THE LAY SECRETARY.

There shall be a Board of Medical Officers for the ~~three~~ four Hospitals in Bangalore (Victoria, Vani Vilas and Minto Ophthalmic) and a similar Board for the ~~two~~ Hospitals in Mysore (Krishnarajendra and Cheluvamba). The Medical Officers in charge of these institutions will form its members.

2. The Senior most Medical Officer of the respective Board will be Ex-officio Chairman of the Board.

3. The Lay Secretaries of the Hospitals will be the Ex-officio Secretaries of these Boards.

4. The Board will meet (i) at the time of the disposal of tenders and (ii) it will be open to each Medical Officer to request the Chairman to call for a meeting whenever the Medical Officer considers that such a meeting is necessary.

5. The Secretary will deal with the following under the orders of the Medical Officer of the institution concerned:

A. Dieting:-
- i. Notifications and tenders.
- ii. Contracts, stores, indents and supplies.
- iii. Receipt of diet articles, cooking and distribution of food.
- iv. Supervision of milking.
- v. Maintenance of diet registers, accounts, bills and payments
- vi. Coolies and other kitchen servants.
- vii. Purchase and maintenance of all kitchen utensils, crockery, etc.

B. Linen:-
- i. Dhobies and other laundry servants.
- ii. Laundering.
- iii. Tenders for and supplies of hospital and servants' linen.

N.B.- Linen of each hospital will be seperate.

C. Lighting and Electric Power:-
- i. Indenting for and maintaining stock of electric bulbs and other materials.
- ii. Electric bulbs and accounts, correspondence and repairs.
- iii. Telephones and heaters.

D. Furniture:-
- i. Maintenance of stock and repairs.
- ii. Tenders and bills.

E. Building and Premises:

- i. Annual repairs and petty periodical repairs.
- ii. Staff quarters.

F. Sanitation:-

- i. Drains and sewers.
- ii. Incinerators.
- iii. Disinfection of clothes.
- iv. Mortuary.

G. Records, Accounts and Cash:
- i. Preparation of salary and allowance bills and disbursements.
- ii. Service Registers.
- iii. Stock registers of furniture, crockery, etc.
- iv. Correspondence Registers.
- v. Hospital dues, their recovery and remittance to the Treasury
- vi. Maintenance of imprest accounts and other registers relating to the receipt and disbursement of cash.

6. The Secretary will be in direct executive charge of all the duties abovementioned and will deal with bills and accounts directly with the authorities concerned. The following staff will be under the Secretary's control and action taken with reference to them will be subject to the approval of the Medical Officer concerned:-

i. All cooks and kitchen servants.
ii. Dhobies.
iii. Electricians.
iv. Stewards.
v. Accountants.
vi. Some clerks.
vii. Internal Auditor.
viii. Food Superivisor.
ix. A few peons and sweepers.

7. The following items of work will be within the control of the respective Medical Officers of each hospital and will not be subject to a common authority:-

i. Discipline and control of all nursing staff.
ii. Discipline and control of all menial staff not specifically mentioned as under the Secretary's control.
iii. All professional work, and control and transfer of all professional staff.
iv. All professional correspondence (certificates, correspondence) with patients' friends.

8. All correspondence of the Secretary to the Senior Surgeon pertaining to the Board will pass through the Chairman of the Board and those pertaining to each institution will pass through the respective Medical Officer.

M Ramadas
for Secretary to Govt.
& Education Minister

knv.4.